

NASA Interim Directive for Travel NPR 9700.1

Appendix A, NASA Travel Regulations Supplement

Responsible Office: Office of the Chief Financial Office

APPENDIX A. NASA Travel Regulations Supplement

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Chapter 301 - Temporary Duty (TDY) Travel Allowances

Subchapter A - Introduction

Part 301-2 - General Rules

§ 301-2.1 Must I have authorization to travel?

Yes, See FTR §301-2.1. Refer to NPD 9710.1, Delegation of Authority - To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters, for more information on who is empowered to authorize TDY travel. NASA Centers' Deputy Chief Financial Officers (DCFOs) shall establish a matrix outlining approving officials by position and authority. NASA-wide approving officials shall include the appropriate levels of management and financial review.

§301-2.5 What travel arrangements require specific authorization or prior approval?

You must have a specific authorization or prior approval for:

- A. Use of first-class or business-class service on common carrier transportation.
- B. Use of a foreign air carrier.
- C. Use of reduced fares for group or charter arrangements.
- D. Use of cash to pay for common carrier transportation.
- E. Use of extra-fare train service.
- F. Travel by ship.
- G. Use of a rental car.
- H. Use of a Government aircraft.
- I. Payment of a reduced per diem rate.
- J. Payment of actual expense; (designated approvers will review actual expense to ensure that they are not above the 300 percent of the rate that is published by GSA).
- K. Travel expenses related to emergency travel.
- L. Travel expenses related to travel to a foreign area.
- M. Acceptance of payment from a non-Federal source for travel expenses.
- N. Travel expenses related to attendance at a conference.

Note to §301-2.5: Paragraphs (c), (i), (m), and (n) of this section require a written or electronic advance authorization.

§ 301-2.6 Is a travel authorization required for travel beyond 50 miles when per diem will not be authorized since the official travel is 12 hours or less?

- A. No, a travel authorization is not required when a POV is used. A local voucher may be used to claim mileage expenses, tolls, and parking.
- B. Yes, a travel authorization is required when a Government vehicle is used. A local voucher may be used to claim tolls and parking.
- C. Yes, a travel authorization is required when air transportation, including Government provided is used. A TDY travel voucher may be submitted for mileage expense, tolls, and parking.

§ 301-2.7 Who has responsibility for monitoring foreign travel policy at NASA Headquarters?

The Office of International and Interagency Relations (OIIR) is responsible for review and coordination of all

foreign travel by NASA personnel (see NPD 9710.1). With the exception of astronaut travel, OIIR has delegated most review and final approval of Center foreign travel to the NASA Centers. OIIR will review and approve all astronaut travel. OIIR will continue to coordinate, review, and approve all Headquarters foreign travel. Additionally, OIIR international desk officers will review and concur on all foreign program and non-program travel by all NASA personnel, subject to §301-2.18, below.

Each Center Director, NASA Mission Directorate, and Headquarters Mission Support Office will appoint a Foreign Travel Coordinator to serve as a single point of contact. Foreign Travel Coordinators are responsible for ensuring compliance with all applicable Federal and NASA foreign travel policies and procedures. Center Foreign Travel Coordinators will electronically submit foreign travel requests to appropriate OIIR international desk officers for review and concurrence. Center Foreign Travel Coordinators shall additionally provide weekly electronic foreign travel reports to the OIIR Foreign Travel Managing Official no later than 5:00 p.m. Eastern Standard Time each Monday. Such reports shall conform to the standard format prescribed by OIIR and shall include the name of the traveler, city and country to be visited, dates of travel, e-Country Clearance (ECC) approval date, and purpose. Foreign travel reports will cover all received and projected travel requests for the four-week period beginning with the week the report is submitted to the OIIR.

§ 301-2.8 What forms must be submitted to OIIR for foreign travel review and coordination?

The following forms should be submitted in advance of travel, as applicable:

- A. Advance Notification Form.
- B. Travel Authorization (See Subpart B Travel Authorization 301-71.103).
- C. NASA Form 1676, "NASA Scientific and Technical Document Availability Authorization (DAA)."
- D. NASA Form 1167, "Request for Approval of Foreign Training, Non-Program Travel or Gifts of Travel from Non-Federal Sources."

The submission must include, but is not limited to, the following; background information, the letter of invitation(s) and purpose of the trip, the program or agenda, the dates of travel, a list of scheduled meetings and meeting participants (if applicable), the dates of travel, a list of scheduled meetings and meeting participants (if applicable), the Uniform Resource Locator (URL) for the conference Web site (if applicable), a copy of legal review of all sponsored travel, and a copy of the materials to be presented (or an abstract) with approval from Center Security and Export Control, if applicable.

§ 301-2.9 Must I obtain a "country clearance" before I travel to a foreign country?

Yes, all official foreign travel by NASA personnel, regardless of purpose, requires that NASA request a "country clearance" through the Department of State. OIIR has delegated this function to a core group of foreign travel personnel at the NASA Centers and Headquarters.

§ 301-2.10 Must I complete security training prior to foreign travel?

Yes, if you are performing extended foreign travel, you must complete the Mandatory Personal Security Training for Extended TDY. Department of State Cable (STATE 066580) dated March 24, 2004, requires the Chief of Mission (COM) ensure that all American personnel traveling to post on permanent assignment and TDY of 30 days or more have completed mandatory security training. This requirement applies to U.S. Government civil service employees and U.S. Government contractors traveling to an overseas destination for a permanent assignment or TDY of 30 days or more (cumulative in a year). United States personnel requesting country clearance to perform TDY at an overseas location must complete the appropriate overseas personal security training prior to travel. The training is required every five years. All requests for country clearance will be

contingent upon completion of this training and clearance request for employees who have not met this requirement may be denied and travel may not take place. Your Center Human Resources Office will have training date/venue information.

§ 301-2.11 Do I need to secure an official passport when traveling to a foreign country on official NASA business?

Yes, Title 22 of the Code of Federal Regulations, Section 51.3(b) states: "An official passport is issued to an official or employee of the U.S. Government proceeding abroad in the discharge of official duties. Where appropriate, dependents of such persons may be issued official passports."

Additionally, the Department of State requires that travelers on official U.S. Government business travel obtain a valid official passport. The exception to this rule is Taiwan, which requires specific considerations. The official passport must be valid at least six months after the planned trip end date. However, there are some instances where the official passport must be valid up to 12 months (e.g. multiple entries into Russia) after the planned trip end date. Additionally, visas may be required to permit entry into foreign countries to persons traveling abroad on behalf of the U.S. Government. It is the traveler's responsibility to ensure that the validity of their passport expiration date meets the applicable requirements and that appropriate visas have been obtained prior to travel commencing. Contact your Center's Passport/Visa office for specific information. This information may also be found on the Foreign Travel Portal.

§ 301-2.12 What is "program" foreign travel?

Program foreign travel is travel related to supporting a relationship and/or activities between NASA and a foreign government or entity that are governed by an existing International Space Act agreement, Memorandum of Understanding, letter agreement, or a contract with a foreign entity. These are directly related to and support a specific mission/project such as, the International Space Station, and include flight readiness and critical design reviews, joint science/mission working groups, technical interchange meetings, launch and landing, and vendor meetings on specific contracts, etc. The program/agreement in question should be referenced in the paperwork supporting the request for permission to travel.

All other foreign travel is non-program travel.

§ 301-2.13 What is "non-program" foreign travel?

Non-program foreign travel is travel for the purposes of attending conferences, symposia, and workshops, planning meetings supporting international collaboration (such as the World Space Congress or the American Geophysics Union), or conducting exploratory dialogues or preliminary discussions on the potential cooperative projects or activities with foreign entities.

In instances where a particular trip mixes "program" and "non-program" purposes, the procedures for "non-program" travel are to be followed (i.e., a NASA Form 1167 is required for the entire trip).

Note that certain statutory provisions prohibit more than 50 Federal employees from attending a single conference occurring outside the U.S. In order to ensure compliance with this requirement, Officials-in-Charge must ensure prompt and timely submission of foreign travel requests, consistent with §301-2.16, and proper use of the NASA Conference Tracking System. OIIR will establish a committee to determine appropriate allocations for each international conference that may exceed the 50 Federal employee limit. These allocations will reflect conference focus and Agency strategic communication interests.

§ 301-2.14 Who can I talk to if I have questions about foreign travel?

Questions can be directed to the NASA Headquarters, OIIR office and your Center's Foreign Travel Coordinator. Additional information pertaining to travel outside the United States can be found on the Foreign Travel Portal: <http://www.usa.gov/Citizen/Topics/Travel/International.shtml>

§ 301-2.15 Are there any special requirements of which I should be aware?

Yes.

- A. If your travel will involve support from a U.S. Embassy or Consulate, discussions with senior representatives of foreign governmental organizations, discussions intended to lead to international cooperation or shipment or hand-carrying of equipment, you should contact OIIR at NASA Headquarters well in advance of the travel.
- B. If travel is for activities that require an international agreement that does not already exist, the travel may be denied or postponed pending review of the proposed activity or negotiation and execution of an international agreement. OIIR approval of foreign travel is contingent upon approval from the Department of State and may be denied in consultation with the Department of State and the NASA Office of Protective Services.
- C. Individuals planning foreign travel, and who hold special security clearances providing access to a NASA Special Access Program (SAP) or Sensitive Compartmented Information (SCI), must advise the appropriate program security officer or the NASA Special Security Officer (SSO) 30 days prior to travel. If the individual is unsure whether or not they hold such access, which imposes this requirement, they should contact the Office of Protective Services at NASA Headquarters.
- D. Foreign travel, regardless of duration and security clearance, may require a security/counterintelligence pre-brief and/or subsequent debrief, depending upon the country.

§ 301-2.16 When should I notify OIIR or my Center Foreign Travel Coordinator of my intended travel?

Foreign travel requests should be submitted to the cognizant office (OIIR for Headquarters travel and the Center Foreign Travel Coordinator for travel at the Centers) four weeks before the planned departure date due to the requirement for the State Department process for country clearance. The NASA Advance Notification Form is used to transmit this information via e-mail to the appropriate office. There will be a presumption of denial for any foreign travel request received ten days or less before a planned departure; approvals in such cases will be dependent upon the justification and made on a case-by-case basis via the Late Notice Justification Form. A Late Notice Justification Form is required for travel requests made within three weeks or less prior to departure. Justification for travel authorizations received three weeks or less before planned departure must be signed by the Center Director or designated senior individual at your NASA facility. Final approval is contingent upon a country clearance from the State Department.

§ 301-2.17 What happens if my intended foreign travel is denied?

NASA Headquarters, OIIR, will advise the Center's Foreign Travel Coordinator of travel denied by OIIR. In such instances, the reason for denial will be provided, and the trip will either be cancelled or rescheduled, depending upon the circumstances. All rescheduled or amended travel will require revised travel requests. Center Foreign Travel Coordinators will keep travelers apprised of the status of their travel requests.

§ 301-2.18 How long will it take before I receive notice that my trip has been approved?

Once the travel authorization has been approved through the routing process, you will be notified electronically through the travel system. The Center Travel office can provide the status of the authorization. NASA Headquarters, OIIR will notify the Center's Foreign Travel Coordinator within three business days of travel referred to OIIR for international desk officer concurrence. Absent any response from OIIR within that time,

and provided the travel request was submitted and notification was made to OIIR in accordance with the lead-time requirements of §301-2.16, Foreign Travel Coordinators may assume OIIR concurrence after such time.

§ 301-2.19 What do I do if I am invited to speak, make an appearance, or present a paper while I am on foreign travel?

Any time you are representing NASA or conveying information obtained from or related to your NASA position, you are acting in an official NASA capacity and must obtain approval from the Center Director or his designee, as appropriate. Center Foreign Travel Coordinators will request concurrence of OIIR at NASA Headquarters in accordance with the mission of OIIR. The cognizant official will request approval using NASA Form 1167. Approval to accept such an invitation shall be communicated to the employee, after review by OIIR. Employees authorized to accept such an invitation will be considered on duty status during such time. Approval will be confirmed by preparation of the travel authorization.

§ 301-2.20 What is foreign training?

Foreign training is instruction, education, or a structured development experience provided by foreign institutions or facilities located outside the United States and its possessions. OIIR must review all foreign training pursuant to NPD 3410.2.

§ 301-2.21 How do I request foreign training?

You must first establish the availability of NASA funds for both the foreign training and travel. Once funding is established, requests are submitted to the Office of Human Capital Management at NASA Headquarters six months before the proposed date of departure. NASA Form 1167 should be prepared for submittal. All foreign training must be forwarded to OIIR at NASA Headquarters for review prior to approval.

§ 301-2.22 What is sponsored travel?

Sponsored travel is travel for which a non-Federal source provides all or a portion of the funding for travel expenses, either directly to the Agency or in-kind to the employee. NASA employees should not accept direct payment of expenses. If a payment is received, it must be promptly reported to the Deputy Chief Financial Officer (DCFO) at your Center.

§ 301-2.23 Are there any special requirements for sponsored travel?

All travel involving full or partial reimbursement from a non-Federal source must be reviewed and approved in writing by the Office of the Chief Counsel at your Center or the Office of General Counsel at Headquarters. Responses to travel invitations from foreign entities that involve reimbursement must be coordinated with OIIR at NASA Headquarters. Sponsored travel must be approved in advance of travel.

§ 301-2.25 What must I do when I return from travel?

You must complete and submit your travel voucher no later than five business days once the travel has been completed. Reports or summaries of your activities on foreign travel may be required. Should a trip report be required, OIIR will advise the traveler by e-mail or NASA Form 1167 for non-program travel and will communicate trip report requirements for program travel to the Center Travel Coordinator, or for HQ employees, to the employee's office or the employee directly. If the traveler is involved in an unusual incident or suspects an unusual attempt by a foreign national to collect information, the traveler is required to report the incident to the Center counterintelligence personnel immediately upon return.

Subchapter B - Allowable Travel Expenses

Part 301-10 - Transportation Expenses

Subpart A - General

§ 301-10.9 How do I procure common carrier transportation when I travel by an indirect route?

If you are authorized official travel, you must procure a ticket by the direct route using the authorized method of payment through automated travel system or the Travel Management Center (TMC). If the ticket for travel by the indirect route is of lesser value, you must follow the procedures in §301-10.118 of this part. NASA will only reimburse you the cost of the official (as stated through the above) common carrier travel, up to the official ticket amount.

§ 301-10.10 May I use the city pair program to provide transportation when I travel by an indirect route?

No, you may not use city pair rates, which are made by an indirect route.

§ 301-10.11 May I use the contractor-issued travel charge card to procure transportation when I travel by an indirect route?

No.

§ 301-10.12 Will NASA pay the cost of transportation between the place I obtain meals and my place of business or my place of lodging when I am performing official travel away from my official station?

No, unless you cannot obtain adequate meals at or near your place of lodging or your place of business. You are to use the Meals and Incidental Expenses (M&IE) portion of the lodging plus per diem allowance to cover these expenses.

§ 301-10.14 Will NASA pay transportation expenses for me to travel from a leave point to my official duty station or other location where I will perform TDY if I am being recalled from leave?

Yes, if you are recalled to duty while on leave, NASA will pay transportation expenses from a leave point to the official duty station or TDY location where the work must be performed. Upon completion of the required activity, NASA will pay transportation expenses to return as shown in the table below. NASA will not pay for expenses to a location other than the original leave point or your official duty station.

If upon completion of your temporary duty assignment you return to...	NASA will pay...
Your leave point.	Your transportation costs from your leave point to your TDY site and return to your leave point.
Your official station.	Your transportation costs limited to the cost of travel by a direct route or an uninterrupted basis. You will be responsible for any additional costs.

§ 301-10.18 Will NASA reimburse the full amount of transportation costs (mileage) for local travel?

Yes.

§ 301-10.19 Will NASA pay the costs of transportation between my residence and common carrier terminals on days when I perform travel by common carrier?

Yes, NASA will pay the costs of transportation for:

- A. Travel from your residence to a common carrier terminal on the day of departure from your official station.
- B. Travel from the common carrier terminal to your residence on day of arrival at your official station.

§ 301-10.20 Will NASA pay the cost of transportation from my residence to my office?

No, unless one of the following applies:

- A. You are provided a transit subsidy under § 629 of Pub. L. 103-172.
- B. You are authorized home-to-work transportation under 31 U.S.C. 1344.
- C. You require transportation on the day you depart for travel and:
 - 1. Your trip will last two or more days (requiring at least one night's lodging).
 - 2. You are not able to perform your commute by your normal mode of transportation.
 - 3. Your use of the alternate mode of transportation results in an increase in your commuting costs.
- D. You require transportation on the day you return from travel lasting two or more days.
 - 1. You are not able to perform your commute by your normal mode of transportation.
 - 2. Your use of the alternate mode of transportation results in an increase in your commuting costs.
- E. You require transportation because of necessity as provided in FTR §301-10.420(d).

§ 301-10.21 Will NASA pay the fee for paper tickets when electronic tickets are available?

No, if there is an electronic ticket available for reservations in domestic markets, the fee is not a reimbursable expense. However, if you wish to receive a paper ticket for your personal convenience, the additional expense you incur will be borne by you. The approving official, on a case-by-case basis, will consider any exceptions to this policy.

If the carrier does not have the capability of issuing electronic tickets, the payment of the paper ticket fee in

international markets, is considered a reasonable expense and will be reimbursed to the traveler.

§ 301-10.22 May I use leave in conjunction with official travel?

Any leave in conjunction with official, approved travel should be approved by the traveler's supervisor, prior to travel commencing, in accordance with NPR 3600.1, section 3.1.2. Employees and approving officials should be aware of the appearance of impropriety of taking extensive personal leave in conjunction with official travel.

Subpart B - Common Carrier Transportation

§ 301-10.108 What requirements must be met to use a non-contract fare?

- A. Before purchasing a non-contract fare, you must meet one of the exceptions listed in §301-10.107 and show approval on your travel authorization to use a non-contract fare. Detailed justifications are required.
- B. If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements, you must know or reasonably anticipate, based on your planned trip, that you will use the ticket.
- C. NASA must determine that the proposed non-contract transportation is practical and cost effective for the Government.

Note to §301-10.108: Carrier preference is not a valid reason for using a non-contract fare. In addition to meeting the above requirements, the DCFO or his/her designee at your Center must determine that the proposed noncontract transportation is practical and cost effective for the Government.

§ 301-10.113 What must I do if I change or do not use a common carrier reservation?

If you know you will not use a reservation, you must cancel it within the time limits specified by the carrier. If the transportation furnished is different or of lesser value than authorized on the ticket, or your trip ends short of the destination specified on your authorization, the Government is due a refund. You must report these facts and account for your actions on your travel voucher in order to prevent losses to the Government. Failure to do so may subject you to liability for any resulting losses.

§ 301-10.114 What must I do with unused ticket(s) or refund application(s)?

You must notify the Center Travel Office or its designee as soon as possible so that the appropriate credits can be processed. Unused paper tickets or coupons must be returned to the Center Travel Office for a refund to be processed.

§301-10.116 What must I do with compensation an airline gives me if it denies me a seat on a plane?

If you are performing official travel and a carrier denies you a confirmed reserved seat on a plane, you must give NASA any payment you receive for liquidated damages. You must ensure the carrier shows the "Treasurer of the United States" as payee on the compensation check, and then forward the payment as instructed by your Center's DCFO office.

§ 301-10.118 What must I do if I am issued a ticket and exchange that ticket for a lesser value ticket that I use?

As follows:

If you purchased the original ticket using...	Then you must...
Your contractor-issued travel charge card or in cases when the total amount is less than \$100 by cash.	Obtain a refund by crediting your account (or receiving cash) and then, claiming the lesser value ticket on your travel claim. You must also submit your ticket receipt for the lesser value ticket. If it is not possible to get a credit to your account, you may submit a ticket refund application as instructed by your Center's DCFO office.
Centrally billed account.	Request a receipt, ticket refund application, or other written acknowledgment of fare adjustment from the carrier (You are not authorized to receive a refund, credit, or any other negotiable document from a carrier).

§ 301-10.119 What must I do if I am issued a ticket and exchange that ticket for a more expensive ticket, which I use?

If the increase is due to travel by an indirect route for your personal convenience, you must pay the difference using personal funds. If the increase is due to official travel, you must do the following:

If you purchased the original ticket using:	Then you must:
Your contractor-issued travel charge card.	Pay for your new ticket using your contractor-issued travel charge card.
Centrally billed account	Contact your Travel Management Center (TMC) if you arranged the travel through your TMC and you can access your TMC.
	Pay for your new ticket using your contractor-issued travel charge card if you did not use a TMC or cannot access your TMC.
	Pay for your new ticket using cash only if you cannot use your TMC or contractor-issued travel charge card.

Airline Accommodations

§ 301-10.124 When may I use "other than coach" class airline accommodations?

Only when NASA specifically authorizes these accommodations identified in FTR §301-10.123 and 124. Authorization for other than coach class accommodations shall be at the Center Director and higher level or designee.

When other than coach class accommodation is authorized, FTR §301-13.2(b) requires the condition be substantiated in writing by a medical authority. This is not intended to be an open-ended approval for other than coach class travel. The condition should be substantiated on a regular basis at least annually. Additional approval must be provided for reasonable accommodations by your Center's Human Resources office.

Train

§ 301-10.162 When may I use first-class train accommodations?

Only when NASA specifically authorizes your use of first-class train accommodations under paragraphs (a) through (d) of FTR §301-10.162.

Ship

§ 301-10.183 What classes of ship accommodations must I use?

You must use the lowest first class accommodations when traveling by ship, except when NASA specifically authorizes your use of first-class ship accommodations under paragraphs (a) through (c) of FTR §301-10.183.

In regard to FTR §301-10.183(b), a special need must be justified in writing and shown on the travel authorization.

Subpart D - Privately Owned Vehicle (POV)

§ 301-10.300 May I use a POV for official travel?

Yes. Travelers may be authorized to use a POV for official travel and the employee may be reimbursed for the mileage to and from the official destination at the current FTR mileage rate. Reimbursement of mileage for POV cannot exceed the cost of the official mode of travel.

§ 301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?

NASA may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal. As a prudent traveler, you should use satellite parking facilities rather than daily or valet parking facilities.

§ 301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?

You will be reimbursed on a mileage basis (see FTR 301-10.303), for the actual travel performed, not to exceed the total for the constructive voucher of the authorized method. You must determine total cost for the constructive voucher as follows:

A. Mode of travel to be used for comparison.

1. Airplane. When NASA authorizes air travel, your reimbursement for mileage cost may not exceed the constructive cost of coach-class accommodations on a commercial air carrier. You must use city pair rates as your basis of comparison if it is provided between the points involved; otherwise, use the lowest unrestricted coach-class fare. You should consider coach-class accommodations as being provided by a carrier if they are scheduled on flights between the points involved; whether they would have been available at the time of your travel is irrelevant.
2. Train. When NASA authorizes train travel, your reimbursement for mileage cost may not exceed the constructive cost of coach-class train accommodations for the travel performed unless NASA has authorized extra-fare train service as advantageous to the Government.
3. Bus. When NASA authorizes inter-city bus travel, reimbursement for mileage cost may not exceed the constructive cost of bus transportation.

B. Costs to be included in your constructive voucher:

1. Costs to and from common carrier terminals.
2. Cost of excess baggage not included that would have been allowed by your authorized mode (you must provide acceptable evidence of its weight).
3. Transportation in and around the TDY location.
4. Rental car expense, if it would have been allowed by your authorized mode.

§ 301-10.311 When do I need to create a constructive voucher?

A constructive voucher is needed when the traveler did not use the authorized method of transportation.

§301-10.312 How will the allowable cost for per diem and transportation be determined when I complete an actual and constructive voucher as discussed in §301-10.309 above?

The constructive voucher for the entire trip will be compared with the actual cost of the travel as performed for the entire trip.

§ 301-10.313 Are rental car expenses allowed in my constructive voucher if a rental car was authorized on my travel authorization?

Yes, rental car expenses are allowed in the constructive voucher.

Subpart E - Special Conveyances

§ 301-10.404 May NASA require me to travel with other employees in a special conveyance?

In instances where there are groups of NASA employees at the same TDY location and all are in need of rented transportation, authorizing officials may require individuals to share the use of a rental car to the maximum extent reasonable.

§ 301-10.405 What must I do if I travel with other employees in a special conveyance?

You must record the name of each employee and his or her employing office on your travel claim.

§301-10.406 May I be reimbursed for the hire of a special conveyance from another Government employee, a family member of another Government employee, or a member of my family?

Only if you satisfactorily show that:

- A. The conveyance was not procured because of a personal or official relationship; and
- B. If procured from a member of your family, that the family member was not dependent upon you for support.

§ 301-10.407 Are NASA employees allowed to use or accept contractor-provided transportation?

NASA employees will NOT:

- A. Use contractor-owned vehicles, including aircraft.
- B. Accept contractor-provided transportation, except for travel-related expenses accepted by NASA under the authority of 31 U.S.C. §1353 in connection with an employee's attendance at a meeting or similar function

relating to official duties that take place away from the duty station. NASA's acceptance must be in accordance with the implementing regulations at 41 CFR Part 304-1.

- C. Request special transportation services from a contractor either to or from an airport, railroad station, or any other transportation points.

For more information consult the Standards of Ethical Conduct for employees of the Executive Branch.

§ 301-10.408 Are contractors allowed to use or accept NASA-provided transportation?

In the course of performing official Government business, contractors:

- A. May accompany a NASA employee in a Government vehicle, rental car, or privately owned vehicle.
- B. Are allowed to drive Government vehicles either alone or accompanying other NASA employees.

Taxicabs, Shuttle Services, or Other Courtesy Transportation

§ 301-10.421 How much will my Agency reimburse me for a tip to a taxi, shuttle service, or courtesy transportation driver?

NASA has determined that a reasonable tip for commercially operated local transportation such as a taxi is a maximum of 15 percent of the fare. For courtesy transportation service a reasonable tip is generally not more than \$2.00. If you benefit from exceptional service, you may always tip the provider more than these reasonable amounts with the understanding that it is from your personal funds, since you are the beneficiary of the exceptional service.

§ 301-10.450 When can I use a rental vehicle?

The use of a rental vehicle must be advantageous to NASA and must be specifically authorized prior to travel, for use at the TDY location. Economy/Compact car are the standard size rental authorized for official travel and are considered the default car size appropriate. Any upgrades should be authorized prior to travel commencement. If other than an Economy/Compact is requested, justification is required stating that the traveler meets one of the following conditions:

- A. Three or more travelers using one rental vehicle (cost savings to the agency)
- B. Medical Disability (must be approved by reasonable accommodations, prior to travel)
- C. No Economy/Compact car is available for rental
- D. Terrain conditions at the TDY Location
- E. A car of one class higher (intermediate) than the standard authorized size (Economy/Compact) is available at the equal to or lower than the lowest cost Economy/Compact rental at the TDY location (airport terminal).

§ 301-10.454 Will NASA pay for damages to a commercial rental car?

Yes, only in instances where damages occur while the car is being used for official purposes, being driven by authorized travelers and the car was reserved through the automated travel system (or authorized, approved mode), and approved by the agency for official use.

When you are required to pay for damages to an authorized commercial rented vehicle from personal funds, you

may be reimbursed in an amount up to the amount deductible on the insurance included as part of the rental contract without additional charge.

The rental car company must bill NASA for any damages it believes the employee caused that are not covered under the terms of the contract. Should the rental car company try to bill the employee, the employee should contact the TMC office that arranged the rental and the national office of the rental car company. An investigation of the accident will be conducted, and if it reveals the damage was incurred through negligence, improper, or personal use of the vehicle, NASA may collect the cost of damages from the employee.

Part 301-11 - Per Diem Expenses

Subpart A - General Rules

§ 301-11.1 When am I eligible for an allowance (per diem or actual expenses)?

When you meet the criteria in FTR §301-11.1 which states that the traveler will be performing duties 50 or more miles (25 or more miles, if stationed in the Washington D.C. area) away from their official duty station and is in travel status more than 12 hours.

NASA's local travel policy has been established as follows: No lodging or subsistence will be authorized within 50 miles (25 miles, if stationed in the Washington D.C. area) of both the employee's official duty station and the residence from which the employee commutes to the official duty station. For travel in excess of 50 miles (25 miles, if stationed in the Washington D.C. area) of both the employee's official duty station and commuting residence, the temporary duty travel regulations apply. The official duty station is defined by the boundaries of the Center.

Travel authorizations are not required when it is known that an employee will be in a travel status for less than 12 hours and, therefore, will be filing a local voucher to claim mileage, parking, tolls, etc. However, if the employee is using a government vehicle to complete the travel, prior authorization must be obtained for use of the vehicle.

§ 301-11.3 Must my Agency pay an allowance (either a per diem allowance or actual expenses)?

Yes, unless you are attending a training event under the Government Employees Training Act for which you "agree not to be paid per diem expenses," or you are traveling to a pre-employment interview and the interviewing agency does not authorize payment of per diem expenses. (See FTR §301-11.3).

§ 301-11.8 What is the maximum per diem rate I will receive if lodging is not available at my TDY location?

If lodging is not available at your TDY location, NASA may authorize or approve the maximum per diem rate for the location where lodging is obtained. If NASA does not authorize or approve the maximum per diem rate for the location where lodging is obtained, you will receive the lodging amount for your TDY location.

§ 301-11.11 How do I make my lodging reservations?

Lodging reservations must be made consistent with guidance outlined in FTR §301-11.11. The lodging choice must be Federal Emergency Management Agency (FEMA) certified.

See: <http://www.usfa.fema.gov/hotel> for lodging facilities approved by FEMA as "approved accommodations." Lodging reimbursement will be limited to the per diem amount unless actuals have been

authorized. (See FTR §301-50.3)

§ 301-11.12 How does renting a room in a private home affect my reimbursement for lodging?

There are three criteria that must be met before a traveler can rent a room in a private home.

1. The relationship between the landlord and the employee must be at "arm's length," meaning that the landlord cannot be a relative or a personal friend.
2. The landlord must be in the business of renting out the room. There must be a type of advertisement for the rental of the room available to the public.
3. The rent charged is reasonable. For an employee who is on a normal TDY, the reimbursement will be the actual charge for the room. For employees who are on extended TDY, they will receive the total of the reduced per diem rate up to 65 percent.

§301-11.16 What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled, or interrupted for official purposes or for other reasons beyond my control that are acceptable to my Agency?

See FTR §301-11.16. If you acted reasonably and prudently in incurring the expense and sought to obtain a refund or otherwise took steps to minimize the cost, you may be reimbursed expenses that are not refundable, including a forfeited rental deposit. NASA will not pay your expenses if you did not try to obtain a refund, if you did not take steps to minimize the costs, or if you did not act reasonably and prudently in incurring the prepaid lodging expenses.

Travel to Permanent Duty Station

§ 301-11.24 What reimbursement will I receive if I voluntarily return home for to my official station on non-workdays during my TDY assignment?

See FTR §301-11.24. NASA will not pay an allowance for per diem or actual expenses while you are at your home or official station.

§ 301-11.25 Must I provide receipts to substantiate my claimed travel expenses?

Yes, you must provide a lodging receipt for lodging expenses. You must also provide a receipt from the vendor for every authorized expense over \$75 or provide a reason acceptable to NASA explaining why you are unable to furnish the necessary receipt(s). (See also FTR §301-52.4)

Note to 301-11.25: Hard copy receipts should be electronically scanned and submitted with your electronic travel claim when your agency has fully deployed ETS and notifies you that electronic scanning is available within your agency. (See FTR §301-50.2 and §301-50.3.) You must retain receipts to support a claimed travel expense. (See FTR §301-52.4)

§ 301-11.27 Are taxes included in the lodging portion of the Government per diem rate?

No, lodging taxes are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. This regulation applies to both the full and reduced per diem rate in the CONUS and non-foreign areas. (See FTR §301-11.27.)

§ 301-11.28 As a traveler on official business, am I required to pay applicable lodging taxes?

Yes, unless exempted by the state or local jurisdiction. However, you will only be reimbursed for the portion of

the taxes applicable to the amount of lodging expense for which you are reimbursed. For example, if the maximum lodging rate for your TDY location is \$100 and the tax is 10 percent, but you stay at a lodging facility that charges \$125, assuming you are not authorized actual expense, the amount of lodging reimbursement would be \$100 with an applicable tax amount of \$10, not the \$12.50 you actually paid.

Subpart C - Reduced Per Diem

§ 301-11.201 What are examples of when NASA may establish a special reduced rate at a rate below the maximum per diem rate?

In regard to FTR §301-11.201, some examples of when NASA has established a special reduced rate at a rate below the maximum per diem rate are the following:

- A. You are furnished one or more meals a day and/or lodging at no cost or nominal cost by the Government, for example: A NASA directorate may sponsor training at the Wallops Flight Facility in which they provide all your lodging and your evening meal on the first day of travel, three meals a day for the full days of training, and breakfast and lunch on the last day of travel. In this instance, if you are informed of these arrangements beforehand and decide to attend the training, your reimbursement will be reduced by GSA's predetermined amount for each meal provided.
- B. You are performing an extended TDY assignment under the following criterion:
 - 1. Authorized assignments of a duration greater than 30 days. For assignments of more than 180 days, NASA requires an analysis of allowances with the assignment as an extended TDY, temporary change of station, or permanent change of station by the DFCO or his/her designee.

§ 301-11.202 What must be done prior to authorization of an extended TDY assignment (an authorized assignment of a duration greater than 30 days)?

The following must be done:

- A. The authorizing official must determine whether the assignment is in the best interest of the Government.
- B. For assignments of more than 180 days, NASA requires an analysis of allowances with the assignment as an extended TDY, temporary change of station, or permanent change of station by the DFCO or his/her designee. The DCFO office (or other office as determined by your Center) shall develop a cost comparison for use in determining whether the assignment should be authorized as an extended TDY or temporary change of station/permanent change of station assignment. The cost comparison should be attached to the travel authorization to be used to certify fund availability and process travel voucher claims.
- C. All Extended TDY assignments longer than 90 days must be approved by an OIC or Center Director.

§ 301-11.203 What will NASA authorize for TDY and extended TDY assignments?

NASA will authorize the following:

- A. TDY Assignments Duration of 30 days or less: The traveler will be reimbursed in accordance with the lodging plus system up to the maximum per diem established by GSA for the location of the assignment or any reduced per diem rate determined in advance of the assignment by NASA. Traveler must submit lodging receipts with each claim.
- B. Short-Term Extended TDY Assignments Duration of 120 Days or Less: For TDY assignments of more than 30 days and not more than 120 days, the traveler will be reimbursed up to 65 percent of the maximum per diem rate established by GSA for that location.

- C. **Long-Term Extended TDY Assignments Duration of More Than 120 Days:** For long-term extended TDY assignments of more than 120 days, the traveler will be long-term extended TDY assignments of more than 120 days, the traveler will be reimbursed up to 65 percent of the maximum per diem rate established by GSA for that location.

Note: Per diem for long-term assignments in excess of one year at the same location may be treated as taxable income by the IRS. This should be a consideration in comparing the cost benefits of a long-term TDY situation versus a permanent change of station.

§ 301-11.204 How is my reimbursement rate affected when a TDY assignment of 30 days or less is extended beyond 30 days?

There will be occasions where legitimate unforeseen circumstances require the initial TDY assignment to be extended. If the extension is for less than 30 additional days, the traveler may continue to be reimbursed under the lodging plus system. Extensions must be authorized by the cognizant authorizing official. However, if the extension exceeds 30 days or an additional extension is requested, the traveler must be reimbursed at the rate prescribed for the extended TDY assignment. The per diem rate will be determined based on the length of the extension. Extensions must not be authorized for the purpose of simply maintaining a higher per diem rate in view of the GSA requirement to establish a reduced per diem rate in extended TDY situations.

§ 301-11.205 When does the reduced rate of reimbursement begin?

The reduced rate of reimbursement will begin on the second day of travel regardless of the mode of transportation.

§ 301-11.206 How is my reimbursement rate affected when it is determined that a short-term extended TDY travel assignment will last more than 120 days?

If during an extended TDY assignment NASA management decides that the duration of the assignment will exceed 180 days, an analysis of allowances with the assignment will be performed to determine whether it is more advantageous to the Agency to continue as an extended TDY, temporary change of station, or permanent change of station.

§ 301-11.207 How are my per diem allowances computed for travel to and from the extended TDY location?

Employees performing extended TDY assignments will be authorized per diem allowances for travel between the permanent official duty station and the extended TDY station as follows:

A. Day Travel Begins.

1. **Lodging Required.** When lodging is required on the day travel begins, (day of departure from the official station or other authorized point) the per diem allowable is the actual cost of lodging incurred by the employee, limited to the applicable maximum lodging allowance prescribed for the location of the lodgings, plus three-fourths of the applicable M&IE rate. (Reduced per diem rate will go into effect the second day of travel.) (See §301-11.205.)
2. **Lodging Not Required.** When lodging is not required on the day travel begins, the per diem allowable is three-fourths of the destination M&IE rate, provided you are in a travel status for more than 12 hours.

B. Full Calendar Days of Enroute Travel.

1. **Lodging Required.** For each full calendar day the employee is in a travel status and lodging is required, the

allowable per diem is up to 65 percent of the prescribed lodging and M&IE rate of the extended TDY location. (The reduced per diem rate will begin on the second day of travel.) (See §301-11.205.)

2. **Lodging Not Required.** For each full calendar day that the traveler is in a travel status and lodging is not required, (such as when the traveler is en route overnight to the next TDY location) the per diem allowance is up to 65 percent of the extended TDY locations M&IE rate.
3. **Day of Arrival at the Extended TDY Station.** For the day of arrival at the extended TDY station, the per diem allowance will be reduced per diem rate.

Note: The reduced rate of reimbursement will begin on the second day of travel regardless of mode of transportation.

C. Returning From Travel.

1. **Lodging Required.** For each full calendar day of travel when lodging is required at an en route location while the employee is returning to the official station, home, or other authorized point, the per diem allowable is up to 65 percent of the extended TDY lodging and M&IE rate.
2. **Lodging Not Required.** For any full calendar day of travel when lodging is not required while the traveler is en route overnight returning to the official station, home, or other authorized point, the per diem allowable is up to 65 percent of the extended TDY M&IE.
3. **Day Travel Ends.** For the day travel ends (day traveler returns to the official station, home, or other authorized point) the per diem allowable is three-fourths of the M&IE rate of the extended TDY location provided you are in a travel status for more than 12 hours.

§ 301-11.208 What are my transportation allowances for en route travel to, from, and at the extended TDY station?

- A. Transportation allowances authorized for extended TDY shall be authorized in accordance with Part 301-10-Transportation Expenses.
- B. The authorized mode of transportation for travel between the permanent duty station and the extended TDY station is the common carrier.

Prior to authorization of en route transportation allowances, a determination shall be made by the authorizing official to ascertain what local transportation is available at the particular extended TDY station.

§ 301-11.213 What allowances are covered by the reduced per diem rate?

NASA will authorize the traveler a per diem rate that provides:

- A. An efficiency or one bedroom furnished apartment or, if not available:

An unfurnished efficiency or one bedroom apartment plus the rental of appropriate and necessary furniture. Note: There is no authority for NASA to pay per diem expenses for any family members who are not NASA employees at the extended TDY site. An employee who decides to take family members along on the extended TDY assignment should be prepared to pay for all their related expenses.

§ 301-11.214 What does NASA authorize when two spouses are performing an extended TDY assignment during the same timeframe at the same location?

In instances when two spouses are officially authorized to perform extended TDY assignments during the same time frame at the same location, the following will be authorized:

- A. One spouse will be authorized up to 65 percent of the maximum per diem rate established for the TDY

location.

- B. The accompanying spouse will be authorized up to 65 percent of the M&IE only, established for the location.
- C. M&IE allowance should cover any additional lodging expenses, such as utilities, incurred by the spouse while occupying the same lodging facility.
- D. This additional M&IE allowance will not be authorized for assignments of convenience to the employee. The decision as to whether the assignment is one with no additional M&IE allowance or an assignment that includes the additional M&IE allowance will be determined on a case-by-case basis by the staffing needs of the NASA Centers and the employment qualification of the employees involved.

§ 301-11.215 What will I be reimbursed when I am authorized to travel between the extended TDY location and my permanent duty station?

Travelers are not authorized per diem for official travel at the PDS during the extended TDY work or training assignment. However, when official travel is performed at the PDS, the traveler will receive up to 65 percent of the lodging rate at the extended TDY site.

§ 301-11.216 What are the average daily fixed costs?

Fixed costs are those expenses other than meals authorized in the extended TDY per diem rate. The following items are the kinds of items that are included in the fixed costs:

- A. The costs of a suitable efficiency or one bedroom furnished apartment through the GSA Schedule 48 lodging program or, if not available, an unfurnished efficiency or one bedroom apartment, plus an allowance to rent suitable furniture.
- B. The following expenses are also included in the lodging and for computing a daily lodging rate when purchased on a weekly or monthly basis:
 - 1. The cost of connection, use, and disconnection of utilities.
 - 2. Monthly telephone use fee (does not include installation and long distance calls.)
 - 3. Basic cable TV service.
 - 4. Cost of reasonable maid service and cleaning charges.
 - 5. Miscellaneous deposits/fees such as amenity fee, lodging deposit, move-in fee, application fee, garage fee, storage fee, etc. (GSBCA 16478-TRAV, FTR §301-11.14, §301-11.15)
 - 6. Internet service. B. The average daily cost of utilities, telephone use fee, and basic cable TV service.

These costs are included in your reduced lodging rate (up to 65 percent) for the extended TDY location.

§ 301-11.217 What will I be reimbursed when I am on military leave while on an extended TDY assignment?

NASA employees on approved military leave while on extended TDY will be reimbursed for lodging provided the employee acted reasonably and prudently in continue to incur allowable lodging expenses in connection with the extended TDY assignment. Employees will not be authorized reimbursement for M&IE per diem while on military leave.

§ 301-11.218 What will I be reimbursed when I am authorized to travel between the extended TDY location and another TDY destination?

When NASA travelers perform TDY travel at locations other than the permanent duty station during the extended TDY assignment, the employee will be reimbursed up to the 65 percent lodging rate at the extended TDY location plus the expenses related to the TDY travel. If the standard authorized M&IE allowance is authorized for the TDY travel, the employee will not be required to itemize the cost of meals. If actual expense travel is authorized, the employee must file the travel claim as outlined in Subpart D of this chapter.

§ 301-11.219 How are my per diem allowances computed when I am authorized to travel between the extended TDY location and other TDY destinations?

A. Day TDY Travel Begins.

1. Lodging required. When lodging is required at the TDY site on the day travel begins (day of departure from extended TDY site), the per diem allowable will be the actual cost of lodging incurred by the employee, limited to the applicable maximum lodging allowance prescribed for the location of the assignment plus three-fourths of the destination M&IE rate. In addition, the employee will be reimbursed for up to the 65 percent reduced lodging rate at the extended TDY location.
2. Lodging costs not incurred. When lodging is not required on the date travel begins, such as staying with friends or relatives or in Government-provided quarters, the per diem allowable will be three-fourths of the destination M&IE rate. In addition, the employee will be reimbursed for up to the 65 percent reduced lodging rate at the extended TDY location.
3. Lodging not required due to travel status of 12 hours or less. If the employee is NOT in a travel status for more than 12 hours, the employee is reimbursed the daily reduced per diem rate as usual.

B. Full Calendar Days of Travel at a TDY Location.

1. Lodging required. For each full calendar day the employee is in travel status and lodging is required, the per diem allowable will be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the assignment plus the location's applicable M&IE rate. In addition, the employee will be reimbursed for up to the 65 percent reduced lodging rate at the extended TDY location.
2. Lodging not required. For each full calendar day that the traveler is in a travel status and lodging costs are not incurred, the per diem allowance will be the destination M&IE rate. In addition, the employee will be reimbursed for up to the 65 percent reduced lodging rate at the extended TDY location.

C. Day TDY Travel Ends.

For the day the TDY travel ends (day traveler returns to the extended TDY location) the per diem allowable will be three-fourths of the M&IE rate applicable to the preceding calendar day. There should be no lodging costs incurred at the TDY location. In addition, the employee will be reimbursed for up to the 65 percent reduced lodging rate at the extended TDY location.

§ 301-11.220 May I stay with friends or relatives at my extended TDY location and receive a portion of the lodging allowance at the reduced per diem rate?

You may only be reimbursed for any additional costs that can be shown to be directly related to your staying with friends or relatives, such as the cost to rent bedroom furniture. Token amounts for increased utility costs cannot be shown to be directly related to your occupancy because of the number of variables involved such as the daily weather conditions. Since you have not incurred any lodging expenses by staying with friends or relatives, NASA has no obligation to reimburse you any amount; therefore, there has been no savings to the Government. You have decided to stay with friends and relatives for your personal convenience and so you will only be reimbursed the reduced M&IE rate and any additional costs incurred directly related to your stay. Since these are considered lodging costs, receipts are required, regardless of the amount.

§ 301-11.221 May I be authorized to return to my permanent duty station for personal reasons while on an extended TDY assignment?

Yes, periodic return travel home is justified incident to an extended TDY assignment. NASA allows for a trip home an average of every 3 weeks away on an extended TDY assignment, not to exceed 17 trips per a 1-year assignment or the prorated equivalent rounded down for assignments of a lesser duration. For example, a six month assignment should not exceed eight trips. For these authorized trips home you may use the Government contract city-pair fares and travel during work hours without taking any form of leave. You may always return home voluntarily more often than every three weeks. However, you may NOT use the Government contract city-pair fares for these trips and you may NOT use your Government contractor provided charge card to pay for the expenses. You must also travel on your own time or take appropriate leave for missed duty hours.

§ 301-11.222 Under what circumstances may my authorized per diem rate be adjusted?

If the Center DCFO or NASA Shared Services Center (NSSC) official determines that authorizations have been manipulated for the purpose of providing the employee with a higher per diem rate, the following adjustment will be made based on the length of the assignment:

If the total length of assignment is over 30 days and subsequent weekly, biweekly, or monthly authorizations or combinations of these have been issued solely for the reason of providing a higher per diem rate, the traveler will be reimbursed starting at 12:01 a.m. on the day after arrival at the extended TDY location up to 65 percent of the maximum per diem established by GSA.

§ 301-11.223 How will the adjustments be recovered?

All adjustments will be recovered by either:

- A. Reducing future reimbursement claims the traveler submits.
- B. Billing and collecting from the traveler for any differential, if necessary.
- C. Collecting outstanding amounts due the Government from the traveler via salary offset procedures.

§ 301-11.224 May I be reimbursed for actual expenses while on an extended TDY assignment?

Yes, in instances when the prescribed per diem rate for an extended TDY assignment will not cover the continuing cost of the assignment, a request for adjustment should be made to the Director, Policy Division, OCFO, NASA Headquarters. All requests must be submitted in writing and signed by the designated authorizing official (supervisor/director/chief).

The request must include:

- A. A statement that the additional cost is a necessary expense to the Government.
- B. A statement that approval of the request is in the best interest of the Government.
- C. Estimated additional cost.
- D. The name of the fund Center and fund that will finance the additional cost.
- E. Start and end date of additional entitlement.
- F. Thorough explanation of why actual expenses are required.

When this information is collected, prepare a memorandum for the signature of the Director of Business Integration that identifies the traveler, briefly describes the requested exemption/waiver/approval and states that the request is approved. The request should route through the Agency Travel Business Process Lead and the Director, Policy Division for their concurrence.

§ 301-11.225 May I be reimbursed for the shipment of unaccompanied baggage in connection with my extended TDY assignment?

Yes, if:

- A. It is justified in connection with your extended TDY assignment.
- B. The unaccompanied baggage being transported is 350 pounds or less.
- C. The assignment is greater than 30 days.

Personal items being shipped cannot exceed up to 350 pounds or the authorized amount of excess baggage for the traveler.

Note: Excess baggage does not include furniture or household items.

Subpart D - Actual Expense

§ 301-11.301 Who in my Agency can authorize/approve my request for actual expense?

Officials-in-charge at Headquarters and Center Directors or their designee(s) to whom they have delegated the authority.

§ 301-11.302 When should I request authorization for reimbursement under actual expense?

Request for authorization for reimbursement under actual expense should be made in advance of travel. However, after the fact approvals may be granted when supported by an acceptable explanation.

A. Documentation of Travel Authorization (TA):

When actual expenses in lieu of per diem allowance are to be authorized, the TA will specify:

- 1. The maximum expenses to be allowed. The specific places, dates, and maximum allowance applicable to each area and when applicable what will be allowed when traveling on an actual subsistence expense basis is performed in conjunction with travel on a per diem basis.
- 2. Per Diem allowance and actual expense allowances will not be authorized for the same period of time.

B. Documentation of Actual Expenses on the Voucher:

- 1. Itemization. When travel expense is authorized or approved on an actual expense basis, the employee

shall itemize each expense claimed on the travel voucher.

- a. Meals must be itemized separately, i.e., breakfast, lunch, and dinner.
- b. Those expenses that do not usually accrue on a daily basis, such as laundry and cleaning and pressing of clothing, may be averaged over the number of days that actual expense reimbursement is authorized or approved.
 - i. Receipts. Receipts shall be required for lodging, regardless of amount, and any individual meal when the cost is over \$75.00. The authorizing official or DCFO has the discretionary authority to require receipts for other allowable subsistence expenses; however, the employee must be informed of this requirement in advance of travel.
 - ii. Exception to receipt and/or itemization requirement. When reimbursement for meals and incidental expenses is restricted to 100 percent of the applicable maximum M&IE rate for the locality involved, receipts or itemization of meals and incidental expenses as provided in subparagraphs (1) and (2) above need not be required except at management discretion.

§ 301-11.304 What if my expenses are less than the authorized amount?

When authorized actual expense and your expenses are less than the locality per diem rate or the authorized amount, reimbursement is limited to the expenses incurred. If you are authorized actual expenses, you may not be authorized the locality per diem rate after the start of the assignment.

§ 301-11.306 What expenses am I required to itemize under actual expense?

See FTR §301-11.306. When NASA limits M&IE reimbursement to either the prescribed maximum M&IE rate for the locality concerned or a reduced M&IE rate, it may or may not require M&IE itemization at its discretion.

Subpart F - Income Tax Reimbursement Allowance (ITRA), Tax Years 1995 and Thereafter

§ 301-11.623 What documentation must I submit to substantiate my claim?

NASA requires the following:

- A. A certified statement as prescribed in §302-17.10 of the FTR and, if applicable, the net earnings (or loss) for self-employment income shown on schedule SE of the IRS Form 1040.
- B. A copy of W-2s and, if applicable, corrected W-2s.
- C. Any documentation from the IRS identifying any interest or penalty payments (tax years 1993 and 1994 only).

Part 301-12 - Miscellaneous Expenses

§ 301-12.1 What miscellaneous expenses are reimbursable?

NASA will reimburse as a miscellaneous expenses all items listed in FTR §301-12.1 or any fees absolutely necessary for the completion of travel when they have been authorized and/or approved by the Agency.

GPS devices are not authorized when travel is being performed within the United States, but will be authorized when travel is being performed in a foreign country and must be authorized in advance.

§ 301-12.2 Will NASA pay me for any excess baggage charges I may incur?

Yes, NASA will pay all charges listed in FTR §301-12.2; however, justification for the excess baggage is required by NASA.

§ 301-12.3 Will NASA pay for me to make official long distance telephone calls (e.g., to the office), to conduct business while on regular TDY?

Yes, you are authorized to make and be reimbursed for long distance calls to conduct official business while on regular TDY. You should, however, use Government-provided long distance services when they are available or the Government telephone card. NASA saves money when one of these methods is used. (See NPD 2540.1.)

§ 301-12.4 Will NASA pay for me to make long distance calls home while on regular TDY?

Yes. The approving official may authorize reimbursement for long-distance telephone calls while a traveler is in official travel status. Employees are expected to use the most practical and cost effective method for making telephone calls and should ensure that costs are minimized. Calls made using personal wireless services may be reimbursed if they increase the overall cost of the traveler's service charges and when they are authorized by the approving official as cost effective to the government. Additional cost factors that may arrive in foreign countries, including the country's telephone carrier system and additional tariffs, may be reimbursable. The traveler will only be reimbursed for out of pocket expenses for personal reasons with supporting documentation.

§ 301-12.5 May I use a Government telephone charge card to make personal long distance phone calls while on regular TDY?

Yes, NASA employees are encouraged to use the Government telephone card to help save NASA money. (See NPD 2540.1).

§ 301-12.6 How shall I receive reimbursement for telephone expenses?

If the call is not placed with a NASA calling card, authorized telephone expenses should be claimed on the travel voucher as a miscellaneous expense.

§ 301-12.7 Do these telephone allowances apply to extended TDY and permanent change of station travel?

No.

Part 301-30 - Emergency Travel

§ 301-30.4 When an illness or injury occurs on TDY, what expenses may be allowed?

See FTR §301-30.4. An "alternate location" is a destination other than the employee's official station or the point of interruption where necessary medical services or a personal emergency situation exists. In the case of illness or injury of the employee, the nearest hospital or medical facility capable of treating the illness or injury is NOT considered to be an alternate location.

Part 301-32 - Invitational Travel

§ 301-32.1 When may NASA authorize invitational travel for non-NASA persons?

Invitational travel may be authorized under the following circumstances:

- A. It is in the interest of a Center to invite a college or university official or a representative of industry to visit an activity to observe the work performed or the operations of the activity.
- B. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a NASA operation or program.
- C. It is determined that attendance and participation of an individual at a conference or meeting will be in the best interest of NASA.
- D. An individual is required to attend a major award ceremony of the Agency or major award ceremony (e.g., a Presidential award ceremony, an annual award ceremony of the Agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) to accept an award; One individual of the award recipient's choosing, related by blood or affinity, whose close association with the employee is the equivalent of a family relationship, may accompany the award recipient. The following restrictions apply:
 - 1. Travel must be directly to and from the site of the ceremony.
 - 2. Travel reimbursement is intended to cover instances in which the award recipient and his or her guest are both geographically distant from the site of the ceremony, rather than instances in which the award recipient's residence is in the same area as the ceremony.
- E. A handicapped individual on temporary duty needs an attendant to accompany them on official travel.
- F. Attendance of an individual is needed for the purpose of serving as a sponsor or participant in an official ceremony, which is directly related to NASA interests.
- G. The NASA Administrator or Deputy Administrator determines that it is in the national interest because of a benefit to NASA's international cooperation efforts or another statutory mission of the Agency for a very high-level or otherwise notable NASA official or employee to be accompanied by their spouse:
 - 1. To attend an unquestionably official function in which the spouse participates, usually by providing a specific service in an official capacity or because of a significant diplomatic or public relations benefit to the U.S. in a non-participatory role.
 - 2. Circumstances in which spousal travel will be justified under this subsection are rare and will ordinarily only be present when spouses of other high-level invitees will be in attendance. Approval of invitational travel under this subpart shall be made by the Administrator or Deputy Administrator following review by the Office of General Counsel at NASA Headquarters. When the traveler is the spouse of the Administrator or the Deputy Administrator, approval shall be by the General Counsel.
- H. Invitational travel at Government expense will not be authorized for:
 - 1. Non-appropriated fund officials traveling on non-appropriated fund business.
 - 2. Contractor employees, unless approved by the cognizant contracting officer or representative in coordination with legal counsel at the requesting Center.

Part 301-33 - Witnesses or Jurors

§ 301-33.1 When will NASA pay for the travel expenses of witnesses or jurors?

- A. If the employee is a witness on behalf of the Government, NASA will issue TAs as follows:
 - 1. If a case involves business of the Center at which the witness is employed, travel funds of that Center will be cited in the TA.
 - 2. If the case involves business of a Center different from that at which the witness is employed, the TA will be issued by the Center requesting the appearance of the witness.
 - 3. If the case involves business of a department or agency of the Federal Government outside of NASA, that department or agency concerned will be requested to issue the TA.
- B. If the employee is a witness other than on behalf of the Government, NASA will not issue TAs. NASA

regulations regarding absence from duty and expense reimbursement from a litigant apply.

- C. If the employee is a juror, NASA will not issue TAs. NASA regulations regarding absence from duty and entitlement or non-entitlement to compensation or expense reimbursement will apply.

§ 301-33.2 Are consultants and experts reimbursed for travel expenses?

Consultants and experts who are in an employment status with or without compensation are reimbursed travel expenses from the time they depart their residence or normal place of business, on official Government business, until they return. The allowable rates and expenses are the same as for NASA travelers.

§ 301-33.3 Are there any limitations that apply to consultants or experts?

When more than 130 days of full-time service is performed in any continuous 376 day period, such employment is no longer considered intermittent, and the consultant or expert is automatically converted to the status of temporary employee and is assigned a permanent duty station. When this occurs, the consultant or expert is only reimbursed for travel expenses at places other than the permanent duty station.

§ 301-33.4 How will Congressional travel be authorized?

All travel arrangements and inquiries for members of Congress and their staff will be coordinated and handled by the Office of Legislative Affairs and authorized in accordance with NPD 9710.1, Delegation of Authority - To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters.

§ 301-33.5 Will employees serving as organization representatives be reimbursed for travel expenses?

Yes, when employees serving as organization representatives perform travel to attend labor management meetings that are certified to be of primary interest to the U.S.

Part 301-34 - Travel on Cost-Sharing Arrangements

§ 301-34.1 When may NASA authorize cost-sharing arrangements for NASA employees?

An employee and authorizing official may agree to a cost-sharing arrangement for travel under the Government Employees Training Act (5 U.S.C. § 4109). Under these conditions, the travel authorization will include appropriate statements indicating that attendance is in keeping with 5 U.S.C. § 4109, and the travel is a cost-sharing agreement. The cost sharing may be a variety of arrangements such as, the employee paying for all travel and per diem expenses while NASA agrees to carry the employee in a duty status or NASA may agree to pay all or some portion of the expenses. The comment section of the TA will contain the following statement:

"Permissive travel authorized under the Government Employees Training Act (5 U.S.C. § 4109) and reimbursement on a cost-sharing basis has been agreed to as mutually advantageous to both parties."

Subchapter C - Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

Part 301-50 - Arranging for Travel Services

§ 301-50.2 How should I arrange my travel?

You must use the services of the Online Booking Engine (OBE) or TMC to arrange for common carrier

transportation, lodging, and rental cars. Absent an approved exception under FTR 301-50.4 or FTR 301-73.104, you are responsible for any additional costs incurred as a result of failing to use the OBE or TMC. Traveler must receive prior approval for reimbursement of travel costs, when booked outside the system and reimbursement amounts cannot exceed the total transportation costs authorized by the Agency.

Part 301-51 - Paying Travel Expenses

Subpart A - General

§ 301-51.1 What is the required method of payment for official travel expenses?

See FTR §301-51.1. All NASA travelers must use their Centers Government contractor-issued centrally billed account (CBA) for the purchase of airline tickets, rail, and transaction fees.

§ 301-51.8 How do I apply for a Government-issued travel card?

- A. The Center Agency Program Coordinator (APC) will initiate the application on behalf of the traveler through the charge card provider's Web site.
- B. The traveler will then complete the application after they have received the e-mail to do so.
- C. The application will then be routed to the traveler's supervisor for approval.
- D. The application will be routed for the Center APC for final review and approval.
- E. The application will then be routed to the charge card provider for processing
- F. The traveler will receive their charge card and instructions from the charge card provider approximately 10-14 days later.

Note: A paper process can still be used. The above process allows for a quicker turnaround time for the traveler to receive their charge card.

§301-51.204 How will I receive my travel advance?

NASA travelers may be authorized travel advances, while on official travel, as approved by the approving official. NASA travelers can only receive travel advances through the Government-issued travel card ATM advances. Exceptions are limited to:

- A. Travelers without a Government-issued travel card. These travelers will need to coordinate with the Center's Travel Business Process Lead.
- B. Foreign travelers going to locations in which access to Automatic Teller Machines (ATMs) is limited must coordinate with their Center's Travel Business Process Lead and Center APC to arrange for a higher amount allowed for ATM withdrawals.

Part 301-52 Claiming Reimbursement

§ 301-52.2 What information must I provide in my travel claim?

In addition to the information required by FTR §301-52.2, if you travel to a foreign country, you must report total expenditures in U.S. dollars and provide the rate of exchange at which the foreign money was obtained. You may also report exchange fees. Your travel claim must be recorded on a travel voucher within the Agency-wide electronic travel system. Your electronic signature will be required.

§ 301-52.4 What must I provide with my travel claim?

In addition to the receipts required by FTR 301-52.4, receipts for lodging taxes must be retained if such taxes are claimed and not included on the receipts for lodging expenses. It is the traveler's responsibility to retain receipts as required by National Archives and Records Administration (NARA) standards (See NPD 1440.6, "NASA Records Management").

§ 301-52.6 How do I submit a travel claim?

You must:

- A. Submit your travel claim to your approving official for signature.
- B. Ensure your travel claim is submitted to the payment office servicing your travel claim in accordance with their operating procedures.

§ 301-52.7 When must I submit my travel claim?

You must submit your travel claim as follows:

- A. Within five working days after you complete your trip or period of travel.
- B. On a monthly basis if you are on extended TDY.
- C. Every two weeks, if you are on extended TDY and have a restricted amount on your individually billed charge card.

§ 301-52.11 What must I do to challenge a disallowed claim?

See FTR §301-52.10. If, after reconsideration by your payment office, your claim is still denied, you may request that the payment office submit your claim to NASA Headquarters, OCFO, for consideration.

§ 301-52.16 What must I do with any unused tickets, coupons, or other evidence of refund?

See §301-10.114.

§ 301-52.17 Within how many calendar days after I submit a proper travel claim must my agency reimburse my allowable expenses?

See FTR §301-52.17. NASA's goal is to process all travel claim reimbursements within five days of submission to the payment office.

§ 301-52.20 How are late payment fees calculated?

Late payment fees are calculated by applying the current Prompt Payment Act Interest Rate beginning on the last day of the month after submission of a proper travel claim and ending on the date payment is made.

Part 301-53 - Using Promotional Materials and Frequent Traveler Programs

§ 301-53.2 What must I do with promotional benefits or materials I receive from a travel service provider?

The benefits or materials received from a travel service provider in connection with official travel may be

retained for personal use.

§ 301-53.5 Under what circumstances may I use frequent traveler benefits to upgrade my transported class of service?

You may use frequent travel benefits earned on official travel to upgrade your transportation class to "other than coach" class services. However, NASA will not pay for any upgrades, unless you meet one of the exceptions in the FTR §301-10.123 and §301-10.124, "Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card."

Subchapter D - Agency Responsibilities

Part 301-71 - Agency Travel Accountability Requirements

Subpart B - Travel Authorization

§ 301-71.103 What information must be included on all travel authorizations?

In addition to the information required by FTR §301-71.103, all NASA TAs shall include a travel authorization number. Foreign TAs must contain the following information in the comments section:

- A. Detailed description of the trip without acronyms.
- B. Travel destination.
- C. Leave proposed, if any, during trip.
- D. In-country hotel address and phone number.
- E. In-country contact name and phone number.
- F. Next-of-kin name, relationship to traveler, address, and phone number.
- G. Name(s) of additional NASA travelers on concurrent trip.
- H. Name, organization code, and phone number of Headquarters Program Office Approving Official.
- I. China, Taiwan, and Switzerland require travelers to provide their date of birth on their TA.

§ 301-71.104 Who must sign/approve a travel authorization/voucher?

The delegation of authority to authorize or approve TDY travel is contained in NPD 9710.1 and FTR §301-71.107. No traveler can "self-approve" their authorization, unless as described in NPD 9710.1.

Definition of authorizing official and their duties:

- A. Authorizing Official -
 - 1. Review and approve travel documents, such as travel authorizations, travel vouchers, and local expense reports (local vouchers), submitted by travelers.
 - 2. Ensure that the arrangements and cost estimates are reasonable and consistent with mission requirements and are reasonable for obligation.
 - 3. Review supporting documentation, such as receipts for travel vouchers.
 - 4. Ensure required receipts are electronically attached to travel vouchers.
 - 5. Approves any request for annual leave while on official travel.

Employees are required to submit travel vouchers in the automated travel system within five (5) business days after the completion of travel, or every thirty (30) days if on extended temporary duty (ETDY). Employees are

responsible for paying their travel card bills on time, regardless of whether they have been reimbursed for their vouchers by NASA. Although the card may be used for charges that would be difficult to separate from allowable travel expenses, reimbursement for those charges will not be permitted (e.g., an in-room movie rental charge on a hotel receipt).

§ 301-71.109 Are there any situations when a travel authorization is not needed for travel?

Yes, when travel is performed within 50 miles of the PDS or place of abode, authorization by an authorizing official may be either written or oral.

§ 301-71.110 What must be done regarding the travel authorization if there is a delay in travel?

When TDY travel dates differ from approved itinerary as specified on the authorization, an amended TA must be issued. The approved authorization and itinerary dates must match in the automated travel system prior to submitting voucher.

§ 301-71.111 Under what circumstances may a travel authorization be amended?

An amended travel authorization may be issued when a change is made to a previously approved travel authorization. It should be requested and issued when authority contained in the original authorization is insufficient for performance of official business. An amended document should also be issued to permit the traveler to incur, and be reimbursed for, additional allowable expenses. Travel authorizations should be amended when:

- A. The location has been changed or another location is added
- B. Rental car is not included and approved on the authorization
- C. The Start date and or end date has changed
- D. The number of actual travel days have changed
- E. Open ended trip dates
- F. To change online booking reservations (when trip is un-ticketed and authorization has been approved)

Subpart D - Accounting for Travel Advances

§ 301-71.305 When must an employee account for a travel advance?

See FTR §301-71.305. As a basic rule, employees on extended assignments will account for a travel advance beginning with the first interim voucher that is submitted. It will be liquidated based on the number of days covered by the interim voucher through the end of the assignment. If the advance amount is still outstanding at the end of the extended assignment when the final voucher is submitted, a bill of collection will be required. Note: This does not apply to travelers who receive their advance via an ATM.

§ 301-71.307 How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?

When the outstanding advance exceeds what is owed the employee, the employee must submit a check for the difference to the DCFO collection agent. Remittance by check shall be made payable to NASA.

§ 301-71.308 What should we do if the employee does not pay back a travel advance when the travel claim is filed?

DCFOs shall officially notify the employee when a travel advance is considered to be delinquent. The notification may be accomplished by telephone, official notice, or bill of collection and should direct the employee to liquidate the delinquent advance in full within ten calendar days after receipt of the notice.

If the employee does not fully pay within the specified timeframe, the outstanding advance will be collected by offsetting the employee's salary within 45 days after the travel was completed. If required, recovery will also be made from retirement credit, the traveler's estate, by deduction from any amount due from the United States, or by any other legal method that may be necessary (salary offset or collection from other amounts due shall be considered before retirement credit).

Subpart B - Travel Expenses

§ 301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?

NASA Centers may pay all or part of pre-employment travel expenses, in accordance with the provisions of FTR §301-75.100. Allowable expenses are subject to applicable Government limitations.

§ 301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?

In addition to the requirements of FTR §301-75.103, Centers shall inform the interviewee of their liability for value of tickets issued until all ticket coupons have been used for pre-employment interview travel or all unused tickets or coupons have been properly accounted for on a travel voucher.

Chapter 302 - Relocation Allowances

Part 302-6 - Allowances for Temporary Quarters Subsistence Expenses (TQSE)

Subpart A - General Rules

§ 302-6.6 Must my Agency authorize payment of a TQSE allowance?

See FTR §302-6.6. NASA's authorizing official will determine if TQSE allowance is necessary and will authorize it on NASA Form 1450, Authorization - Change of Station.

§ 302-6.11 What methods may my Agency use to reimburse me for TQSE?

NASA will reimburse you for TQSE under the actual expense method unless you choose the "fixed amount" reimbursement method. Once you select a TQSE method the selection may not be changed. You must make this binding decision when completing the NASA Form 1449 - Information Covering Persons Transferred of Appointed to First Duty Station, before your authorizations are prepared.

§ 302-6.13 How soon may I/we begin occupying temporary quarters at Government expense?

TQSE occupancy must begin within two years after the employee reports for duty at the new PDS unless that time is extended.

§ 302-6.14 How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?

The payment office will determine this on case-by-case basis using the information that you provide. The following is a list of the kind of information that will be used when making the determination:

- A. Short term lease.
- B. Household goods movement into quarters.
- C. Type of quarters.
- D. Expression of intention.
- E. Attempts to secure a permanent dwelling.
- F. Length of time employee occupied quarters.

§ 302-6.19 What will I be reimbursed if I am required to perform TDY travel while in temporary quarters?

You will be reimbursed at a rate that will cover the daily fixed lodging cost incurred at the temporary quarter's location, not to exceed the maximum lodging per diem at the location.

Subpart B - Actual TQSE Method of Reimbursement

§ 302-6.100 What am I paid under the actual TQSE reimbursement method?

See FTR §302-6.100. If you are authorized the actual TQSE reimbursement method, the actual number of days reimbursed on either a lodging's plus or fixed amount house hunting trip basis are deducted from the first 30-day period of authorized actual TQSE.

§ 302-6.101 May my agency reduce my TQSE allowance below the "maximum allowable amount?"

See FTR §302-6.101. TQSE should be reduced or not allowed if you had adequate opportunity to complete arrangements for permanent residence quarters as the result of an extended TDY assignment at the new official station or other circumstances. However, if a TQSE is authorized, NASA has determined that for M&IE purposes, costs up to 45 percent of the daily maximum allowance will be considered reasonable.

§ 302-6.104 How long may I be authorized to claim actual TQSE reimbursement?

See FTR §302-6.104. You will be limited to a maximum of 60 days of TQSE if you elect to use a relocation services contractor and receive payment for the home marketing incentive.

§ 302-6.106 May I interrupt occupancy of temporary quarters?

See FTR §302-6.106. If you are on annual leave at a location other than at the permanent duty location you may not be reimbursed subsistence expenses during the period of leave.

§ 302-6.112 What must I do to file for an extension of my TQSE allowance?

Authorization to extend the time for temporary quarters and the number of days authorized shall be held to a minimum. Extension of time for temporary quarters may be authorized only in situations during the initial 60-day period of temporary quarters. To obtain authorization you must provide the authorizing official with written justification that clearly describes the circumstances, warranting the extension that is beyond your control. We may authorize an extension up to an additional 60 days. For the purpose of this authorization, the Administrator's designee shall be an official at least one management level higher than the official who authorized the first 60

days of TQSE for the requesting employee.

CHAPTER 303 – Payment of Expenses Connected with the Death of Certain Employees

Subpart A – General Policies

Refer to FTR §303.70 for all guidance related to this chapter.

CHAPTER 304 – Payment from a Non-Federal Source for Travel Expenses

Part 304-1 - Acceptance of Payment from a Non-Federal Source for Travel Expenses

§304-1.9 What form must we use to report payments received by the Agency from non-Federal sources?

NASA's Excel version of the SF-326-Semiannual Report of Payments Accepted from a Non-Federal Source shall be used by Centers to report payments received from non-Federal sources. This report applies to all payments that are more than \$250 per event. Reports must be submitted to the NASA Headquarters, Office of the Chief Financial Officer, Systems Division. Once consolidated for the Agency, the report will be submitted to the Office of General Counsel, Designated Agency Ethics Official, for review.

PRESCRIBED MAXIMUM PER DIEM RATES FOR CONUS For the Continental United States (CONUS) per diem rates, see applicable FTR Per Diem Bulletins, issued periodically and available on the Internet at <http://www.gsa.gov/perdiem>.

PRESCRIBED MAXIMUM PER DIEM RATES FOR OCONUS Maximum rates of per diem allowances for travel in foreign areas are established by the Secretary of State and apply to all U.S. Government employees and contractors. Applicable rates are available on the Internet at <http://www.state.gov/m/a/als/prdm>.

ALLOCATION TABLE FOR PREPAID M&IE DEDUCTIONS OUTSIDE CONUS MI&E rates for localities in foreign areas and for localities in non-foreign areas shall be allocated as shown in Appendix B to Chapter 301 of the Federal Travel Regulations (FTR).